

**POLSON RURAL FIRE DISTRICT
BOARD MEETING MINUTES**

Fairgrounds Fire Station No. 1

January 10, 2018

6:00 p.m.

Notice: All meetings for the Polson Rural Fire District Board of Trustees are recorded.

Board trustees present: Fred Nelson, Ron Roberts, John Doty, R. Jack Clapp. Dick Wunderlich participation by Space-Time Wireless Communication.

Board trustee absent: None.

Staff: Fire Chief Gordon R. Gieser, Finance Officer Bonnie M. Manicke.

Guests/Visitors: Ray & Donna Winn, Jeff & Alison Meslin, Cole Bick, Will Woodger, Drew Hoel Paul Laisy, Clint Cottle, and Matt Dougherty.

Call to Order {00:02}- The Pledge of Allegiance was recited. Chair Nelson called the meeting to order with all board members participating including Trustee Wunderlich by Space-Time. Chair Nelson thanked everyone for attending.

Minutes December 14, 2017 {00:56} – **Trustee Roberts motion to approve the December 14, 2017 minutes. Trustee Clapp second. Motion passed unanimously by voice vote.**

Communications {02:12} – Davis & Brown CPAs, Polson provides payroll services for the district. The engagement letter proposal will cover the period ending December 31, 2018. **Trustee Roberts motion to approve engagement letter for fire chief payroll services ending December 31, 2018. Trustee Wunderlich second. Motion passed unanimously by voice vote.** Chair Nelson signed the engagement letter.

{03:12} - Big Arm Post Office fire January 9, 2018 – Alison Meslin who manages the Big Arm Post Office expressed appreciation to Chief Gieser and volunteers. The quick response was handled professionally. The contents of the mail drop is unknown, overall approximately a dozen pieces of mail was destroyed. Chair Nelson commended Chief Gieser and the volunteer crew for doing a very nice job. The water damage was minimal. Chair Nelson thanked Alison for the comments.

Claims {04:16} – Chief Gieser noted a correction on Polson Auto Parts invoice #462720 for 2-incandescent sld brns for E-328 not E-308. Chair Nelson mentioned check #6747 to Lake County OEM purchase 2008 F250 pickup with radio and lights \$9,000. The operating expenditures total \$3,134.75. Chair Nelson thanked Chief Gieser for monitoring the expenditures. **Trustee Doty motion to pay bills. Trustee Clapp second. Public comment: None Motion passed unanimously by voice vote.**

TREASURY REPORT FOR MONTH ENDING DECEMBER 31, 2017 {05:35} – Lake County Treasurer reports Dec, 2017 reports were not available. The report is preliminary. The fund balance in operating fund reflects bills paid 1/10/18; no revenue was posted.

FUND # 7245 Operating Fund	\$ 42,506.37
FUND # 7244 Voted Levy (5 mills with sunset)	\$ 51,175.93
FUND # 7246 Capital Improvement Fund	\$ 115,655.06
FUND # 7243 Voted Levy Operating Fund	\$ 7.49

Check numbers 6737 - 6754, both inclusive issued 1/10/18 \$ 12,134.75
Represents December, 2017 claims

NOTE: Check #6755 City of Polson \$3,351.46
To correct State of Montana automatic clearing house remittance through DNRC.
The ACH was deposited in Polson Rural fund #7245 in error.
Trustee Clapp verified with DNRC and Scott Beggs Lake County Finance to issue a check to
City of Polson for contracted services 2017 wildland season.

Public Safety:

Fire Chief payroll 12/08 and 12/22, 2017 (gross)	\$2,923.08
Employer expense match SS & Medicare	\$ 230.92
Quick books processing fee	\$ 3.50

The A-101 revenue receipts will be listed in the final report when Lake County reports are received.
A portion of the 2017 wildland contracted services were received by Lake County January 2, 2018
will appear on the January report. **Trustee Clapp motion to approve the treasury report. Trustee
Roberts second.** Public comment: None. **Motion passed unanimously by voice vote.** Chair Nelson
thanked Bonnie for the report.

CHIEF'S REPORT {09:04} –

Chief Gieser presented the following 30 day period report.

Response: 1. Motor vehicle accident MM 65 Highway 93; 2. Motor vehicle accident Highway 93 and
Caffrey road; 3. Smell of propane 40854 south Terrace Circle; 4. Sparking power lines Rocky Point
Road and Shady Lane; 5. Motor vehicle accident car vs pole mm 56.5 Highway 93; 6. Power pole on
fire Rocky Point Road and Shady Lane; 7. Propane smell mm 68 Highway 93; 8. Car vs guard rail
mm 73 Highway 93; 9. 2-vehicle accident Minesinger and Highway 93; 10. Carbon monoxide alarm
27730 Melita Island Road; 11. Power lines on trees mm 72 Highway 93; 12. Power lines in the trees
ridge road; 13. Vehicle slide off Reservoir Road; 14. Carbon monoxide alarm 33619 Lariat Lane; 15.
Traffic control mm 64 Highway 93; 16. Vehicle blocking the road Jette hill; 17. Power pole on fire
Highway 93 at Four Square Church; 18. Vehicle slide in Flathead Drive; 19. Mutual aid standby for
Chief Cliff Fire Dept; 20. Mutual aid response to Ronan Fire Dept for a structure fire; 21. Vehicle
rollover hwy 93 and Caffrey Lane; 22. Smoke alarm 36289 Chickadee Lane; 23. Ambulance assist
42704 Flathead View Drive; 24. Public assist Minesinger and Dubay Road; 25. Power line down
Kings Point Road.

Administration: LDS food drive; Submit retirement administration insurance rebate forms.

Repair and Maintenance: Remove winch assy from military chassis; E-318 repair wheel chock;
Replace cascade valve in breathing air compressor.

Trustee Roberts commented the alarm responses should be reviewed. Chief Gieser plans to send a
letter to resident. Alison Meslin suggested a fee assessed following the initial response. Chief
Gieser noted the district does not have a policy in place to support the fee. Alison Meslin asked if the
Fire Marshal's investigation report regarding the Big Arm Post Office is available. The report is not
available at this time.

MEMBERSHIP REPORT {14:29} – Report unavailable.

Old Business:

UPDATE STATION SOUTH {14:40} – Chair Nelson requested Lake County GIS Department identify approximate number of houses in the area of Rocky Point, Valley View, Jette Lake, and Turtle Lake. GIS will supply addresses. Station location should provide the best location for the dollar invested to constituents the district serves and the tax dollars generated in the area. Unfortunately all residential areas will not be serviced with a station location within the five mile radius. The areas for consideration are Rocky Point, Valley View, the open area at the top of Jette Hill, and Turtle Lake. Property may be available at the junction of Rocky Point and King's Point Road at a reduced price. If it is necessary to purchase a lot, it is advisable to purchase on a contract over a four year period to avoid an upfront expenditure and provide a capital gains tax reduction to the owner. Chief Gieser is looking at the cost of 40' X 60' or 40' X 70' building. Trustee Clapp commented the 93 corridor is a major source of response. The traffic flow going through town and at the bridge is a choke point. During the summer months, it is necessary to station apparatus south of town to facilitate staffing and operations. Focusing on runs from mile marker 68 north of Jette to Minesinger is 70 percent of the response. Paul Laisy commented personnel to respond is a key factor. The analysis should include response time, current and future responders. Chief Gieser also plans to use the INFR data to run an accurate address list, indicating the type of response, and analyze the data for a year. Trustee Roberts mentioned if the tribal property and county property are in the market. Chief Gieser indicated the property is being analyzed. The district is apparatus rich and facilities poor. Capt. Hoel commented a south station has been analyzed for a long time; additionally the site could facilitate a training center. The south station is a work in progress. Public comment: None.

UPDATE TENDER {26:33} - Chief Gieser reported the winch assy was removed, air tanks are ready to remove and calculations are complete for the PTO drive. The project is a work in progress. Public comment: None.

UPDATE ON ANTENNA ON JETTE {26:51} – The installation is a priority. Big Arm Station 2 is not able to communicate across the district. Public comment: None.

MEETING LOCATIONS – DATES – TIMES {28:20} – Chair Nelson introduced the agenda item suggesting the board consider meeting at the Valley View Club meeting room. Trustee Clapp contacted the Valley View Women's Club. The group will discuss the Rural Fire District meeting date at the meeting. **Trustee Roberts motion approve tentative dates Valley View March and November; Big Arm April, July, and October. Trustee Doty second. Motion passed unanimously by voice vote.**

COMMITTEE REPORT ON 2017 WILDLAND FIRE INCOME {32:06} - Trustee Clapp reported the income total is \$77,672.66. The largest revenue components are tender 337 \$27,169.60 and tender 319 \$36,292.81. The DNRC tender rate will increase next fiscal year. The income is consistent with the allocated expenditures. The additional estimated income for the October fires is \$6,700. The anticipated income for the 2017 wildland fire season is over \$84,000. The committee recommendation expenditures are repairs to apparatus \$10,000; build new tender \$52,000; equipment needs, including radios \$15,000; general reserve \$5,000; plus fuel reimbursement approximately

\$2,500. Additional funds to build the tender include donations from the Good Shepherd Lutheran Church \$1,560 and Immaculate Conception Women's Group \$1,600. **Trustee Wunderlich motion to approve the 2017 DNRC revenue with allocated expenditures including the parts to build the new tender. Trustee Roberts second.** Alison Meslin commented a budget amendment needs to be approved. Trustee Clapp indicated Scott Beggs, Lake County Finance Officer advised the budget amendment is completed at year end closing. **Motion passed unanimously by voice vote.**

COMMITTEE REPORT ON MILL LEVY INCREASE {41:12} - Trustee Roberts reported the second meeting was held January 4th. Committee members present Chief Gieser, Trustees Roberts and Clapp, Paul Laisy, Ray Winn, Frank Galiardo, and David Waterman; David Graham absent, excused. Trustee Roberts invited Scott Beggs, Lake County Finance Officer to the committee meeting to discuss the district's finances. The committee discussed three mill levy proposals. Mill levy proposals were: 1). Request a new two or three mill levy. 2). Extend the current 5-mill levy when it sunsets in 2020 and increase the mill levy request at that time. 3). Request a permissive levy. Chief Gieser indicated the current budget is sufficient eliminating major equipment maintenance. The final Fairgrounds Station semi-annual payment is November, 2018 at approximately \$11,000. The committee suggested the mill levy analyzed in 2020 when the current levy sunsets. At that time, the mill levy ballot request may be for additional mills to facilitate the needs of the district. Trustee Roberts commended the volunteers for the hours and service to the district. Chief Gieser suggested to live within our means and request a slight mill levy increase of the five mill levy re-authorization in 2020. Public comment: None.

COMMITTEE REPORT ON BOARD POLICIES AND PASSAGE OF POLICIES {46:55}- Trustee Doty reported committee members Trustees Doty and Wunderlich, Chief Gieser, Lt. Martin Sago, and Alison Meslin, met during the past several months updating the board policies. Trustee Clapp questioned Section 6. recording secretary/bookkeeper minimum requirements are three (3) years of experience in maintaining an Accounting System with compliance statutory provisions and General Accepted Accounting Principles (GAAP). Does it relate to maintain an accounting system that requires government compliance? Trustee Wunderlich advised if the board is not able to find someone with those qualifications, the board would have to present a motion to hire a person without those qualifications. Chair Nelson noted the policy has few revisions. Capt. Hoel questioned Section 3. District Fire Fighter as Board Trustee. Trustee Doty clarified the section is to address conflict issues between the board member, firefighter, and chief. **Trustee Wunderlich motion to approve Board Policies. Trustee Roberts second.** Additional public comment: None. **Motion passed unanimously by voice vote.** Trustee Wunderlich thanked Alison Meslin for the administrative support. {Copy of Board Policies attached to minutes}

UPDATE ON STATION SIGN AND UPDATE ON INTERNET ACCESS {52:34} - Trustee Clapp reported the agenda items are pending and remains under consideration by the membership. The internet access is a priority and will be discussed next month. Trustee Wunderlich commented a station sign is also a priority.

SNOW PLOWING AT STATION 2 {53.30} – Trustee Clapp advised the station was plowed several times by an individual when the county was not available. Chief Gieser requested Jeff Veach submit a bill for services to be submitted in the claims.

New Business:**POLSON RURAL DISTRICT TRANSFER FLAT BED TRUCK UNIT**

TO LAKE COUNTY ROAD DEPARTMENT {54:46} – Chief Gieser located a 2003 flat bed truck unit for the county road department. The certificate of origin was issued to Polson Rural Fire. The process to transfer the unit to Lake County was cumbersome. Therefore the unit was turned back to DNRC and the certificate of origin issued to Lake County Road Department. Chief Gieser requested the agenda item withdrawn. Gordon plans to write a memorandum agreement between Polson Rural Fire District and Lake County Roads for use of the equipment. A trailer is also available with the unit. Chief Gieser is a licensed operator to transport the equipment and as it fits in the needs of the district and the county.

BIG ARM POST OFFICE TEMPORARY SERVICE LOCATION {57:06} – Alison Meslin indicated a need for a temporary service location for the Big Arm Post Office following the January 9th fire. Discussion with the district manager and the security person are split with the temporary service location in Big Arm or Elmo. Customer feedback may request the temporary location in Big Arm. Therefore the request is to use the Big Arm fire station upstairs as a secure place only accessible to employees. Perhaps the kitchen area could be secured if needed. Chair Nelson requested Alison keep the board advised and if necessary a special board meeting will be scheduled.

INSTALL SECURITY CAMERAS AT BIG ARM FIRE STATION {01:00} - Trustee Clapp requested the board consider installing security cameras at the Big Arm Station. Capt. Hoel commented the cost estimate to install is \$500. Chief Gieser will research the installation cost.

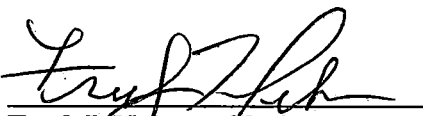
CHIEF'S REVIEW {1:04} – Chief Gieser requested a six month chief's position review in executive session. Chair Nelson scheduled the review for February 14, 2018 at 5:00 p.m.

Public input on non-agenda items: None

ADJOURN: {01:05} – Trustee Clapp motion to adjourn. Trustee Doty second. Motion passed unanimously by voice vote.

ADJOURN: 7:05 p.m.

Next regular scheduled meeting February 14, 2018, 6:00 p.m. at Fairgrounds Station No. 1.


Fred J. Nelson, Chair


Dick Wunderlich Secretary-Treasurer


Bonnie M. Manicke, Recorder

POLSON RURAL FIRE DISTRICT**BOARD OF TRUSTEES POLICIES****1. Trustees Act as Representatives of the Citizens of the Fire District**

Board members, individually and collectively, act as representatives of the citizens of the Fire District in maintaining and providing fire and emergency medical services. Through the various means of listening, discussing and weighing Fire District related issues among themselves, district employees and citizens, Board members move toward decisions and actions which will best serve the needs of the District citizens in light of available resources and conflicting needs and demands of interested individuals and groups.

In carrying out the legislative and policy-making responsibility, the Board shall be the policy-making body of the Fire District and the Board shall delegate the executive and administrative functions to the District Fire Chief.

Any duty imposed upon the Fire District as a body must be performed at a regular or special board meeting and must be made a matter of public record. Trustees must refuse to make commitments on any matter, or make changes to any policy or administrative function which should properly come before the Board as a whole.

2. Fire Chief Performance Review

The Board shall conduct an annual, or more frequent if indicated, job performance review of the District Fire Chief in conformity with his/her job description. The Board shall include goals and objective to discuss with the chief.

3. District Fire Fighter as Board Trustees

In the event that an appointed and confirmed firefighter, immediate relative of a firefighter, fire officer of the Polson Rural Fire District is duly elected or appointed as a Trustee of the Board, such firefighter, immediate relative, fire officer shall have no authority as a board member over the Chief or other firefighters as to making policies, rules or remarks that dictates he or she would use their board position to make changes or intimidate other firefighters of the Polson Rural Fire District.

Any appointed or elected board member can discuss, make motions, vote on all items brought before the board at all board meetings, as long as they do not have a personal interest or financial interest in that item.

The Chief at his discretion can remove any firefighter, fire officer from any position if he sees or is aware of any violation of this policy.

4. Regular Meetings

Regular meetings of the Board are normally held on the second Wednesday of each month at 6:00 p.m. Unless otherwise published. The meeting time is subject to an annual review and/or change.

5. Records

The Board Secretary or designee shall record all proceedings of the Fire District Board meetings and file these in chronological order in a book provided to that purpose.

Annually, in the first meeting after the election of new Board members every Board member will confirm they are in receipt of the latest By-laws, Board Policies and have reviewed the Local Government Handbook.

6. Recording Secretary/Bookkeeper

The Board has chosen to appoint a recording secretary and bookkeeper. This position will be subject to an annual review. Hiring of this position requires a unanimous vote of all PRFD board members.

Minimum requirements are three (3) years of experience in maintaining an Accounting System with compliance statutory provisions and General Accepted Accounting Principles (CAAP)

Assigned responsibilities will be:

- Take minutes and record all meetings, keep a record of all, send PRFD Board approved minutes to the Lake county recorder and PRFD website
- Forward the PRFD agenda to the Lake County website 3 days prior to public meeting of the PRFD Board.
- Keep a record of all income in the proper accounts and report this income at the PRFD monthly public meeting
- Keep a record and receipts of all bills paid and report these expenditures at the PRFD monthly public meeting
- Report to the board any discrepancies that arise
- Complete other related Board issued assignments

7. Cash Receipts not Included in the Approved Budget

Any unbudgeted cash receipts will be reviewed by the board before being assigned to either the Operation Fund or the Capital Reserve Fund. If assigned to the Capital Reserve Fund no budget amendment process is required.

561849

8. Signature on Documents etc.

All Board documents etc. that require a signature will be signed by the Board Chair, Vice Chair and/or Secretary.

9. Adoption

The foregoing Polson Rural Fire District Policies were duly introduced before the Board of Trustees on the 10th day of January, 2018, public comment was made and the same were adopted on this the 10th day of January, 2018.

POLSON RURAL FIRE DISTRICT

Fred J. Nelson Trustee FRED J. NELSON

Ron Roberts Trustee RON ROBERTS

R. Jack Clapp Trustee R. JACK CLAPP

John Q. Doty Trustee JOHN Q. DOTY

Dick Wunderlich Trustee DICK WUNDERLICH

561849

AGENDA

Polson Rural Fire District Trustees Monthly Meeting
WEDNESDAY JANUARY 10, 2018 **6:00 p.m.**
Fairgrounds Station #1 ~ 25-B Regatta Rd. ~ Polson
Phone 406 883 4244
Website lakemt.gov/prfd

Trustee Meeting Includes:

Public comment by raising your hand

Review minutes – December 14, 2017 - Bonnie
Communications - Bonnie
Review & Approve Claims - Chief Gieser & Bonnie
Treasurer's Report - Bonnie
Chief's Report – Chief Gieser
Membership Report – Michael Hingiss, President Volunteer Membership

Old Business Including:

Public Comment by raising your hand

Update station south - Chief Gieser, Chair Nelson & Trustee Clapp
Update tender - Chief Gieser, Chair Nelson & Trustee Clapp
Update antenna on Jette - Chief Gieser & Michael Hingiss
Meeting locations – dates – times – Chair Nelson
Committee report on wild land fire income - Trustee Clapp and Trustee Wunderlich
Committee report on mill levy increase – Trustee Roberts
Committee report on Board Policies and passage of Policies – Trustee Doty
Update on station sign - Michael Hingiss, President Volunteer Membership
Update on internet - Michael Hingiss, President Volunteer Membership

New Business Including:

Public comment by raising your hand

Polson Rural District to transfer the flat bed truck unit
to Lake County Road Dept. - Chief Gieser

Public Input on Non Agenda Items:

Adjourn

** ALL RESIDENTS OF THE POLSON RURAL FIRE DISTRICT ARE ENCOURAGED TO ATTEND AND PROVIDE HELPFUL COMMENTS. OTHER ITEMS NEED TO BE SUBMITTED TO THE BOARD 10 DAYS IN ADVANCE OF THE MEETING.

561849

Dec 2017 Claims Approved 01/10/18 Rural Fire Board Meeting

Num	Description	MAILED 1/11/18 Memo	Category	Amount
6737	Century Link	Acct#411978591 883-4244 Fairgrounds Stn #1 landline	317 Phone (Landline) - Fairgrounds Stn.	-62.36
6738	City Of Polson	UtilityBillingAcct7304FairgroundsStnFillSpout December, 2017 Estimate 6000 gal	316 Water Fill Spout - Fairgrounds Stn.	-63.30
6739	S Davis & Brown CPAs PC	Inv#1562 12/04/17 calculate Federal electronic pyrl tax deposit	345 Payroll Accounting Fire Chief Salary	-5.80
		Inv#1562 12/06/17 run pyrl w/reports	345 Payroll Accounting Fire Chief Salary	-19.33
		Inv#1562 12/15/17 claim & fax	345 Payroll Accounting Fire Chief Salary	-9.86
		Inv#1562 12/20/17 run pyrl w/reports	345 Payroll Accounting Fire Chief Salary	-13.53
6740	S First Bank Card	Bill Silverman	508 Background Checks (New FF)	-14.50
		Brendon Schoening	508 Background Checks (New FF)	-14.50
		Galls, Inc. Jr. FF pins	201 Operating Supplies	-141.00
6741	General Fire Apparatus	Inv#1201 Streamlight NiCd battery + shipping	201 Operating Supplies	-59.65
6742	Jette Services	Dec, 2017 weekly cleaning Fairgrounds Station	321 Cleaning Services - Fairgrounds Stn.	-125.00
6743	S Mission Valley Power	Location #2806820000	302 Electricity - Big Arm Station	-117.65
		Location #2876820001;2876820002 {1-security light}	302 Electricity - Big Arm Station	-13.07
		Location #2400744000	315 Electricity - Fairgrounds Station	-521.47
6744	S Mission Valley Security, Inc.	Invoice #14686 3 times @ \$17.50	305 Security - Big Arm Station	-52.50
		Invoice #14686 3 times @ \$17.50	318 Security - Fairgrounds Station	-52.50
		Invoice #14686 Cellular Communication Fee 3 months	305 Security - Big Arm Station	-32.85
6745	S Montana Ace Polson	Inv199219906 4-ice melt	201 Operating Supplies	-71.96
		Inv199219005 battery pk digital voice recorder	201 Operating Supplies	-14.99
6746	Montana State University	Inv#1375-9 Incident Operations 12/05/17	332 Training	-400.00
6747	S Lake County OEM Office	Inv#574256 1-2008 F250 UNIT #301	957 2008 F250 Unit #301	-8000.00
		VIN#1FTSX21588E762965	957 2008 F250 Unit #301	
		Radio & lights	957 2008 F250 Unit #301	-1000.00
6748	S Polson Auto Parts, Inc.	Inv462289 Fitting WT-308	211 Vehicle Repair & Maint Supplies	-1.38
		Inv462720 2-incandescent sld bms E-328	211 Vehicle Repair & Maint Supplies	-49.78
		Inv462900 2-batteries E-333	211 Vehicle Repair & Maint Supplies	-236.10
		Inv462900 2-terminal prot	211 Vehicle Repair & Maint Supplies	-2.58
		Inv462900 2-gorilla tape	211 Vehicle Repair & Maint Supplies	-8.98
		Inv465182 welding rod fork lift snow plow	211 Vehicle Repair & Maint Supplies	-4.08

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Num	Description	Memo	Category	Amount
6749	Providence Health Service	Acct ID #578580 Silverman, William	505 Firefighters Physicals	-120.00
6750	Republic Services	Acct #3-0889-0014329 Inv#0889-002068453	319 Disposal Service - Fairgrounds Stn.	-58.37
6751	U.S.Postal Service	1-roll postage stamps	220 Office Supplies	-49.00
6752	Unifire, Inc	Inv 9068284 fire line tape + pstg	201 Operating Supplies	-91.80
6753	S Valley Business Systems	131A black cart purchased 01/08/18	220 Office Supplies	-95.00
		HP 61 xl black purchased 01/08/18	220 Office Supplies	-45.00
		HP 61 xl tri color purchased 01/08/18	220 Office Supplies	-50.00
6754	S WEX Bank	Truck #301	210 Gas, Diesel,Oil	-224.25
		Truck #318	210 Gas, Diesel,Oil	-92.21
		Truck #328	210 Gas, Diesel,Oil	-44.22
		Truck #300	210 Gas, Diesel,Oil	-89.62
		Truck #308	210 Gas, Diesel,Oil	-23.80
		Truck #313	210 Gas, Diesel,Oil	-42.76
TOTAL				-12134.75